

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-040 **Issue Date:** 03-24-14 **Closing Date:** 04-11-14

Deputy Director
Department of Finance
Administration
Hourly Wage: DOQ/Full-Time/Regular

The Deputy Director of the Finance Department provides both operational and programmatic support to the Nation's governmental organization. The Deputy Director participates in setting broad organizational goals, objectives, and policies in the Nation's fiscal affairs. The Deputy Director supervises the finance programs and is the lead financial spokesperson for the organization. The Nation's enterprises (Yakama Nation Land Enterprise, Yakama Nation Credit Enterprise, Yakama Nation Forest Products, Yakamart, Yakama Nation Legends Casino and Yakama Power) report the status of their finances to the Deputy Director on a regular basis. The Deputy Director reports directly to the Tribal Administrative Director (TAD) and assists the TAD on all strategic tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding. The Deputy Director will constantly look for ways to improve the financial outlook of the Nation.

Required Knowledge, Skill and Abilities:

- Knowledge of governmental accounting in accordance with U.S. Generally Accepted Accounting Principles (GAAP), OMB Circulars A-133, A-87, and A-102 compliance requirements and appropriate Code of Federal Regulations (CFR) sections.
- Knowledge of general office software, particularly Microsoft Office Suite and JD Edwards software (or other similar fund accounting general ledger software) and use of databases.
- Thorough knowledge of the statutes, theories, practices and methods of governmental accounting, financial management, financial investments, assets controls, credit and monetary resources; Federal fiduciary responsibilities to Treaty Tribes sovereign rights and privileges.
- Ability to foster and cultivate business opportunities and partnerships.
- Ability to create and assess financial statements and budget documents.
- Ability to recognize and be responsive to the needs of all clients of the organization, including funding agencies, Tribal Council, local community advocates, local community advocates, participants, and employers.
- Ability to supervise staff, including performing regular progress reviews, and developing plans for improvement.
- Ability to communicate effectively in both written and verbal form.
- Ability to work cooperatively and professionally with elected officials, immediate supervisor, and program managers.

Education and Experience:

- Certified Public Accountant required OR a BA in business or public administration AND 5-7 years professional work experience in financial and management field in an organization of 50 or more staff. A Master's Degree from an accredited college or university may be considered for two years work experience. Prefer Controller or Chief Financial Officer Level of work experience.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass criminal background check.